



FISCAL YEAR 2012 ANNUAL REPORT

COLUMBIA CORRECTIONAL INSTITUTION
PORTAGE, WISCONSIN



Department of Corrections, Division of Adult Institutions
Gary Hamblin, Secretary
Cathy Jess, Administrator

STATE OF WISCONSIN

GOVERNOR SCOTT WALKER



COLUMBIA CORRECTIONAL INSTITUTION

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Organization Chart as of June 30, 2012

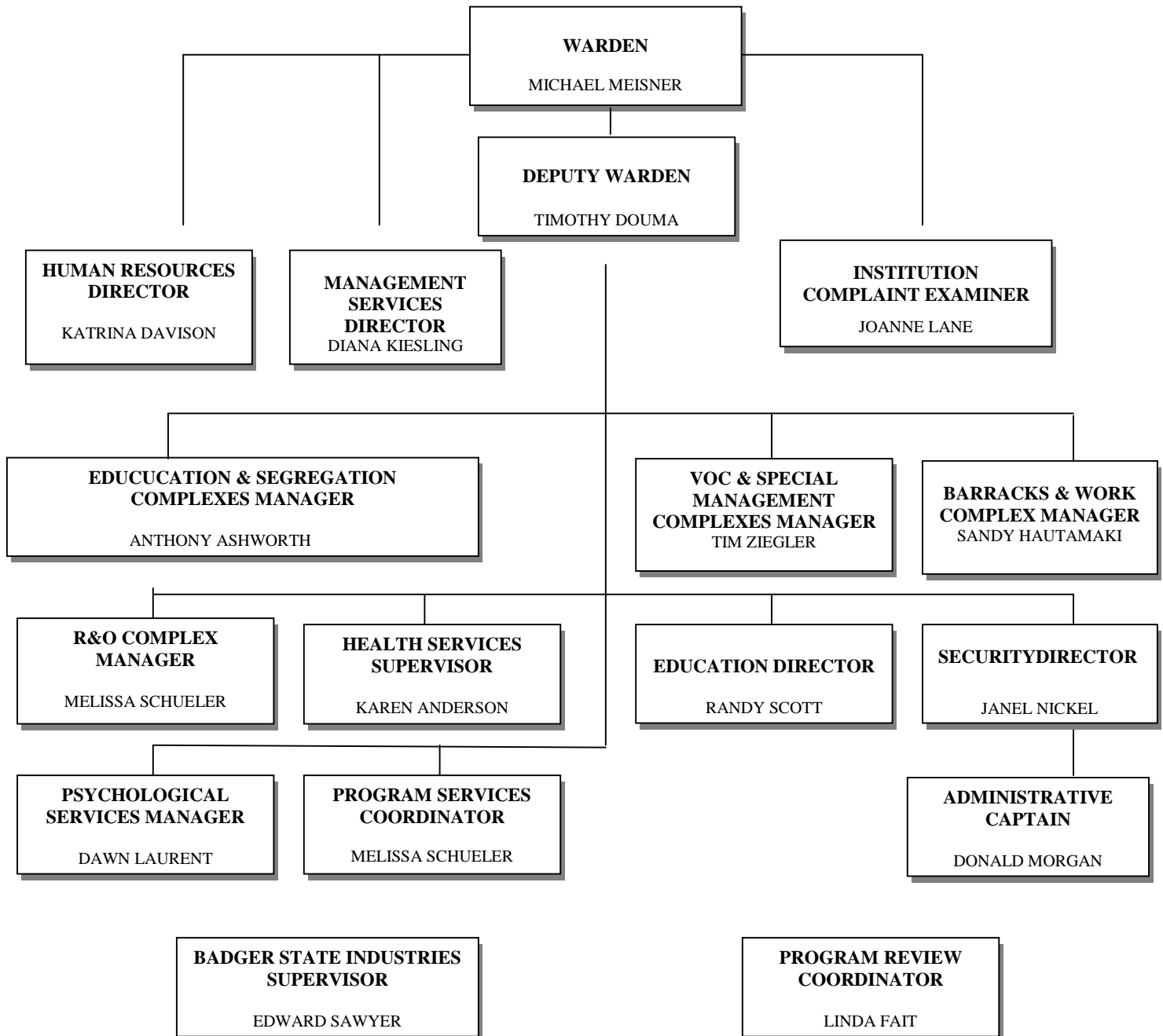


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Message from the Warden...

I've had a chance to read most of the Warden's messages from the past 16 years; they all mention change and challenges. It seems like this common theme stands the test of time and once again defines this past year. Regardless of the changes; regardless of the challenges; here we are once again closing the door on another year that has passed.

One of the highlights from the past year was Correctional Employees Week which ran from May 7-11. It was a full week of events and wrapped up with an Open House on May 12th.

On May 8th a group of CCI Retirees returned to the Institution to sponsor a brat fry for current CCI staff. Special thanks go to CCI Retirees Garrie Trattles and Ray Berglund for coordinating this event.

On May 10th our Mental Health Escort Officers consisting of Dwayne Vilwock, Jason Krockner, Greg Garrison, Bill Conroy, Deb Wilson and Joe Hamele, were presented with the Secretary's SALUTE award for Team (out of 10,000 DOC employees). The presentation was held at the Capitol in the Assembly Chambers. I was proud and honored to be in attendance to witness this very special honor.

For those who left CCI this past year, either through retirement, promotion, or transfer, I'd like to thank you for your years of service and dedication in making CCI what it is today. I also welcome all of the new faces to the CCI Team as we move into a new year.

Rather than focusing specifically on change and challenges, I'd urge everyone to focus on seizing opportunities that are presented as a result of changes and challenges. These opportunities can come in many forms and can go along way towards influencing our future.

In closing, I'd like to recognize the hard work and efforts of everyone at CCI who stepped up during periods of staff shortages in all areas. Thank you for your efforts in maintaining a safe environment for us all.

Thank you and be safe!

Michael Meisner
October 3, 2012

INSTITUTION MISSION AND GOALS

The mission of the Columbia Correctional Institution is to protect the public by detaining adult male felons committed by State Courts to the Department of Corrections and readying these men for custody reduction and eventual reintegration into society. Protection of the public is both an immediate and long-range focus, as virtually all inmates will eventually be released. Through a philosophy of strict and constructive treatment, both perspectives are met.

In pursuit of this mission, Columbia Correctional Institution shall:

- ◆ provide a safe, secure and humane environment for those individuals committed to our custody;
- ◆ ensure that the basic needs of each individual committed to our custody are met;
- ◆ treat all individuals under our custody and supervision with respect and dignity;
- ◆ uphold each individual's rights under the laws of the United States and the State of Wisconsin;
- ◆ hold accountable all individuals under our custody and supervision to the rules governing their behavior;
- ◆ afford meaningful opportunities for positive change to individuals under our custody and supervision through programs and services of treatment, education and employment training;
- ◆ provide assistance to individuals under our supervision to enhance their successful reintegration within the community;
- ◆ treat all staff and members of the public with respect, courtesy, and professionalism;
- ◆ endeavor to maintain a staff that is culturally and racially diverse and which is representative of the citizens of this state;
- ◆ inform the public, governing bodies, and other governmental agencies about the Wisconsin correctional system and issues pertaining to Corrections;
- ◆ respond to public and governmental requests for information with honesty and accuracy;
- ◆ strive constantly to increase our knowledge about crime and criminal behavior in order to be more effective in accomplishing our mission.

In furtherance of this mission, Columbia Correctional Institution is committed to a correctional system that reflects the progressive ideals rooted in Wisconsin's heritage.

INTRODUCTION

Columbia Correctional Institution (CCI) is an adult male maximum-security prison located in Columbia County, Wisconsin, on a 110-acre parcel of land at the junction of U.S. Interstate Highway 39 and Wisconsin Highway 127, three miles west of downtown Portage and six miles north of U.S. Interstate 90-94. It was built at an initial cost of \$38,600,000 and was the first state maximum-security facility to be planned, constructed, and operated in Wisconsin in 91 years.

CCI is arranged in a series of living complexes, containing ten separate units, which are set about a secure, open courtyard. In September 1997, an additional barracks-style temporary living unit was built and opened to house 150 inmates. The entire institution within the inner fence perimeter covers over 27 acres, while almost 297,000 square feet are contained within its various building structures. The prison is flanked by five guard towers and surrounded by a double fence with electronic capability. The fence is topped by razor-sharp concertina wire. The Central Control Center monitors the entire institution both electronically and on 66 closed-circuit television cameras.

General population maximum-security inmates are housed in four separate complexes, each made up of two units. These units include an Education Complex, a Vocational Complex, a Special Management Complex and a Work Complex. The Barracks-style housing unit provides temporary housing for up to 150 minimum and medium security inmates. There are also two segregation units, which though separated by geography, comprise a single complex for restricted-status inmates. A 13-cell Reception & Orientation unit houses incoming general population inmates. The individual units are self-contained. The lives of the inmates revolve around the activities of the unit, where they sleep, eat and pursue program activities. Activities outside these living areas are also managed by unit groupings, a procedure that allows for more effective control of the population and reduces the potential for disruption. CCI administration attempts to place inmates in units according to the program in which they are enrolled or the institution job to which they are assigned.

Each decentralized complex is administered by a unit manager, who is assisted by a unit team composed of security officers, a social worker, a psychologist, and in certain cases, one or more teachers or work area supervisors. Each complex also has liaison contacts with Health Services and designated members of the security supervisor ranks. These parties form a multi-disciplinary team, which is able to develop a more thorough and long-term knowledge of the character, abilities, needs, strengths and deficiencies of each of the inmates in their respective units. This non-departmental approach to inmate management allows for a systematic, individual and positive approach to inmates and enhances the institution's capability to insure public safety with respect to confinement and rehabilitation.

CCI was originally slated to accommodate 450 offenders in single cells because of the mixture of inmate types ranging from the vulnerable to the violent and from the handicapped to the severely mentally ill. The original capacity of the prison was achieved within months of its opening, and its numbers remained stable for the first several years of its operation. Overcrowding throughout the Wisconsin Department of Corrections system however, precluded CCI from remaining at original capacity. By the end of 1998, the institution's population was nearing 800 inmates. Many single cells were converted to double cells, though the most violent and dangerous inmates continue to be assigned to individual living spaces. The 150-bed barracks, built in 1997, added to the significant population growth. The average population for Fiscal Year 2012 was 832 inmates compared to 813 reported in the prior fiscal year.

FAST FACTS

Fiscal year 2012

07/01/11 – 06/30/12

Institution Opened:	May 1986
Security Level:	Maximum
Operating Capacity:	541
Current Population:	832 (FY 12 Average)
Officer/Sergeant Staff:	235
Non-uniformed staff:	92
Inmate to Staff ratio:	2.5 inmates/staff member
Number of Acres:	110 acres, with 27 acres enclosed by a perimeter fence
Operating Budget:	\$27,574,812.34

Business Office

Amount of Money Collected from Inmates for:

Court Ordered	\$12,523.00
Inst. Restitution	\$2,999.50
Child Support	\$17,952.29
Victim/Witness	
• VWSA	\$13,731.94
• VWSB	\$4,219.46
Medical Co-Pay	\$7,950.65

Health Services

Sick calls	1,337	Optometry	336
RN	3,865	Orthopedics	89
MD	2,455	Ultrasound	87
X-ray	342	Psychiatry	3,232
Lab	1,455	Scheduled Off Site Appointments	609
Physical Therapy	488	Emergency Room Visits	142
Medical Activity	45,570	Total	60,007

Education

Inmate Participation and Completion:

Education/Vocational: 168 students (weekly) can be accommodated in Academic programs.

60 students (weekly) can be accommodated in Vocational programs.

ESL	22 Students	Printing	0 Graduates
GED/HSED	16 Graduates	<i>Pro-Literacy</i>	15 Tutors trained
Custodial	24 Graduates		10 Tutors utilized
Building Services	15 Graduates		

Work

224 inmates employed within the institution.

Treatment

24 inmates completed Cognitive Interventions

0* inmates completed Anger Management in general population.

0* inmates completed Anger Management in segregation

0* inmates completed Employability Skills Program in segregation

**Limited classes due to vacant SW positions and SW leaves of absences.*

Programming

60 inmates attended the North Woods SMU treatment program.

20 inmates attended SMU Symptom Management (5 groups)

10 inmates attended Pre-Release.

6 inmates attended wheelchair exercises.

6 inmates attended Current Events.

11 inmates attended Recreational Therapy.

125 inmates attended Books on Tape.

28 inmates attended Relaxation.

SIGNIFICANT EVENTS OF FY 2012

July 2011	Institution under heat advisory for several days. Warden Meisner attends NIC training in Oklahoma. DAI Assistant Administrator Larry Jenkins on an on site visit.
August 2011	CCI Golf outing at the Portage Country Club Cold case cards provided on units for inmates.
September 2011	Warden Meisner attended the West Central Wardens/Superintendent Association training in Kansas City, MO. Joint ERU training held. Mandatory LEP training on MyDoc for all Staff
October 2011	New Leave Selection Policy begins. Mandatory POSC training for non security staff held October 12 & 27. Warehouse garage, dry coolers/freezer and compressor units all replaced. Warden Meisner attended the Oxford Correctional Community Relations Board Meeting. Central Office creates a new DAI Group folder for positive program relation stories. ICS Tabletop exercise held. Larry Jenkins on site for observation. Ms. Ashworth conducts portion cup pilot on HU 1 for cost saving measures.
November 2011	Fall CCI Community Relations Board Meeting held November 16 at the Portage Public Library. Conduct Reports routed electronically to Clinical Services to allow for input if a DOC 3509 from needs to be generated. Veteran Dedication Memorial Service held at CCI. Speakers from VFW attended. ICS tabletop exercise held with Secretary Hamblin on site for observation. DAI Administrator Cathy Jess conducts an on site visit.

December 2011	<p>Esponder training held at CCI.</p> <p>New policy implemented for non security staff screamer alarms.</p> <p>Deputy Secretary Chuck Cole conducted an on site visit.</p>
January 2012	<p>Prescription discount cards available to inmates who are releasing.</p> <p>CCI Job Fair held at the Portage Library. Over 200 people attended.</p> <p>New DOC policies sent out.</p> <p>DAI Assistant Administrator Larry Jenkins on site visit.</p> <p>PREA audit conducted at CCI by RGCI.</p> <p>Liebert project begins.</p> <p>Security Threat Group (STG) committee formed at CCI.</p> <p>Unit Managers restructured supervision areas to cover Segregation programs.</p>
February 2012	<p>Workgroup is formed at CCI to standardize canteen forms.</p> <p>Effective February 6, a new policy to have four standing counts begins with the addition of a 6:10 a.m. count.</p> <p>The Office of Diversity conducts training sessions on the harassment complaint process.</p> <p>Restorative Justice ice cream sales discontinue.</p> <p>Inmates are allowed one garbage bag per week in a cost savings initiative.</p>
March 2012	<p>The Standard Hours of Work Policy goes into effect March 11th.</p> <p>2nd session for non security POSC training held.</p> <p>K9 Units from Waushara County conducting searches.</p> <p>Larry Jenkins, Jim Parisi and Mark Heise on site visit.</p> <p>Deputy Warden Douma conducts presentation at the Women's Civic League.</p> <p>Liebert replacement project completed.</p> <p>All new DAI policies are now in effect.</p>
April 2012	<p>CCI Inmate Allen Pautsch passes away at UW Hospital.</p> <p>Three K-9 Units from the Waushara County and Marquette County Sherriff Departments assisted in conducting random searches.</p> <p>Judges Tour on April 20th.</p> <p>Crime Victim Awareness Week starts April 22nd.</p> <p>ICS Tabletop exercise held April 25th.</p> <p>Administrative Professional Day April 25th.</p>
May 2012	<p>Lightning strike hits high mask in courtyard.</p> <p>Correctional Employees Week starts May 7th.</p> <p>CCI employee retirees sponsored a brat fry for current CCI employees.</p> <p>Salute Awards for Team were given to Mental Health Escort Officers Vilwock, Krocker, Garrison, Conroy, Wilson & Hamele. They were recognized at an awards ceremony in the Assembly Chambers at the State Capitol on May 10, 2012.</p> <p>Spring CCI Community Relations Board held at the Portage Public Library.</p> <p>Communication & Collaboration group formed and first meeting held.</p> <p>Attorney calls for inmates increase from 15 minutes to 30 minutes.</p> <p>Inmate Arendt began choking while eating lunch. Sgt Teska provided the Heimlich maneuver saving him from choking.</p>

Food Service Audit completed.
All of CCI Housing Units heating boilers were replaced on May 12th.

June 2012 Staff assigned to Tower 3 and 4 are authorized to use their personal vehicles to get to their post.
Evidence Based Practices Training held on June 18th in Madison.
S3 Vocational School roof replaced on June 6th.
As of June 30 inmates will not be allowed to order from Access and Walkenhorst catalogs. The approved catalogs vendors after that date are only JL Marcus and Union Supply.
New staff assault review process initiated by the Secretary's office.

COMMUNITY RELATIONS BOARD

The Community Relations Board is comprised of representatives from the local Hospital/EMS organizations, local government agencies, District Senators and Representatives, Township representatives, and Federal Correctional Institution-Oxford. The annual meeting was held in November 2011 and May 2012. A few of the topics of discussion were: Budget Issues, Community Relations Activities and Upcoming Projects. The Warden responded to questions and encouraged participants to contact the institution with issues related to their areas of concern.

RESTORATIVE JUSTICE

Throughout the year, CCI's Restorative Justice Program raises funds to donate to victim service related organizations. Two major fund raising projects are the ice cream sales to inmates and staff during training days, and the annual sale of holiday food items to inmates. Funds raised are donated to various area agencies.

INSTITUTION VOLUNTEERS

CCI utilizes volunteers from various walks of life to provide special services to inmates. Volunteers participate in social, religious, and self-help programs. There is a list of over 500 individuals who provide volunteer services for the various religious activities, study groups, and other programs such as Restorative Justice, Alcoholics Anonymous and Inter Faith Dialog. In addition, several organizations provide services to inmates, including the Veterans Administration, UW-Madison's LAIP (Legal Assistance to Institutional Persons), and MASN (Madison AIDS Support Network).

RE-ENTRY MODULES

In February 2008 we started our pre-release program for inmates who were releasing within a year. The re-entry program continues to operate at CCI. This past fiscal year, we offered the following pre-release modules to inmates: Transitional Preparation, Financial Literacy, Education, Employment, Wellness, Family Support and Personal Development.

The Transitional Preparation Module is facilitated by individual Social Workers on their respective units. Every inmate within 6 months of release is expected to participate in the Transitional Preparation Module. Social Workers explain the Division of Community Corrections (DCC) rules, go through the DCC Handbook, and discuss supervision fees. Inmates are provided a reintegration questionnaire to complete. This information is then forwarded to their Probation and Parole Agent. The agent makes telephone contact with the inmate to review his release plan. Until release, the inmate's unit Social Worker assists him in getting vital records as well as preparing for release into the community.

The Employment Module meets at least two times per year and had 24 inmates successfully complete the module over the past year. Inmates are provided a series of inventories to help assess their skill and interest in the employment sector. Some of the areas presented are apprenticeship opportunities and information on how to start a small business. Inmates are given directions on where to look for jobs, how to network, and how to take advantage of job fairs. They are instructed on developing a resume, cover letter, thank you letter, and how to complete a job application. Inmates are able to participate in mock interviews and receive information on job survival skills. This program is facilitated by CCI teacher, Lori Westaby.

The Financial Literacy Module had 24 inmates graduate this fiscal year. The module was offered one time during the past year. The program mirrors the FDIC “Money Smart” program. Inmates are taught a variety of skills on how to appropriately manage their money. They are given a pre and post test to help them assess their skills in this area. Inmates are informed on how to manage a checking account and savings account, as well as how to improve their credit score.

The Wellness Module had 10 participants during this past year and is facilitated by CCI recreation leader, Doug Stoll. This module is offered at least two times a year. The Wellness Module helps inmates to understand what wellness is and reasons why to stay healthy. It helps inmates to identify healthy leisure activities, become more aware of sexually transmitted diseases and birth control options and gives them a basic understanding of first aid techniques.

The Personal Development Module had 46 participants this past year and was facilitated by Kim Millar, Contracted Provider. This module is offered at least two times a year. The Personal Development Modules emphasis is on improving oneself by looking at goal setting, conflict resolution, character development and stress management. A very important part of this module is the victim impact portion which helps inmates gain a better understanding of how their crimes have affected their victims and the community as a whole.

The Family Support Module had 21 participants this past year and was facilitated by Kim Millar, Contracted Provider. This module is offered at least two times a year. Inmates participate in parenting education to assist them in developing more effective communication skills and to assist them in recognizing the importance of their relationships with their children. Inmates watch several videos regarding family reunification and discuss child care and review any court ordered conditions that may apply to them. There is also a discussion on child support with the goal of helping them understand their order and how to create an alternate payment plan that is more affordable for each individual’s situation.

All inmates at Columbia Correctional Institution who have an educational or vocational need are required to attend Bluff View School. Inmates who have not obtained a high school diploma/GED/HSED are enrolled in proper programming to help them obtain these certificates prior to their release. Bluff View School also offers three vocational programs, which are Printing, Building Services, and Custodial Services. The offered programs meet most of the competencies of the Education Module. The school will also assist inmates in obtaining copies of their High School diploma, GED/HSED, or Vocational Certificates and transcripts.

Inmates within ten years of release are encouraged to participate in the pre-release modules. The re-entry programs helps inmates learn the skills to successfully re-enter their communities with an eye on reducing the recidivism rates of Wisconsin inmates.

INSTITUTION PROGRAMS

ABE (Adult Basic Education)

Inmates who have not graduated from high school or earned an equivalency diploma are placed in Adult Basic Education classes in an effort to reduce the high rate of illiteracy which is characteristic of an inmate population. Inmates must successfully complete the five components of the General Equivalency Diploma (GED) testing program before they are eligible for vocational training or institution work assignments. Inmates can also earn a High School Equivalency Diploma (HSED) by successfully completing the GED testing program and then passing two additional testing components.

Anger Management

Anger Management helps participants understand and manage their anger. The program consists of pre-tests, weekly tests, and weekly homework. It is an ongoing program that is offered for general population and segregation inmates. Segregation inmates complete the course work in-cell.

Badger State Industries Print Shop

This program employs up to 35 inmates and three civilian staff who completed approximately 2,598 print jobs for the State of Wisconsin and other not-for-profit agencies or clubs. Last fiscal year, BSI grossed over \$917,738 in sales. Print jobs range from temporary license plates for the Department of Transportation to raffle tickets for local area clubs.

Building Services Vocational Program

The Building Services program aims at providing inmates with competence in building construction, building maintenance, drafting and materials estimating. The program is conducted in a manner that simulates an actual work environment so that students will acquire strong work habits. Graduates receive a certificate from Madison Area Technical College.

Cognitive Group Intervention Program (CGIP)

This programming is based on the assumption that how people think controls their actions. Cognitive change is self-change; therefore, the techniques of cognitive self-direction can only be applied if the participant makes the choice to do so. This programming is presented in a group format and teaches principles of cognitive change through thinking reports and personal journals that focus on specific criminal/problem behaviors. Each group is facilitated by two trained staff members. Phase I and Phase II are offered throughout the year. In FY 2012 24 inmates completed CGIP.

Community Service Projects (CSP)

The following Community Service Projects (crochet, Land's End Coat Repair, Lion's Club Eye Glasses, Teddy Bear/Blanket Program, and Woodshop employ up to 45 inmates, who worked a combined total of 26,364 hours during FY 12.

CSP Crochet

Crocheted items are made for a variety of community based organizations. Items such as hat/mitten sets, infant hat/booty sets, baby blankets, and baby buntings are distributed throughout the year. Approximately 478 sets of crochet hats and mittens were made and donated this year.

CSP Eyeglass

This project is operated in conjunction with the Wisconsin Lions Club Regional Center in Rosholt, who collect donated eyeglasses from 10 Midwest states. Inmates inspect, clean, identify the prescription, sort, and package eyeglasses to prepare for shipment to third world countries. CCI's Eyeglass Project has recycled over one million pairs of eyeglasses since the program started in 2001 with 64,700 completed this fiscal year.

Institution Garden

The hard working yard/maintenance crew (inmates and staff) produced 7,054 pounds of produce during this growing season. This is up from 3,796 pounds the previous year. Tomatoes, Radishes, Squash, Peppers and Onions were harvested. All of the produce raised this year was given to our Food Service department and used through out the institution.

CSP Land's End Jacket Repair

Land's End, a brand name clothing manufacturer based in Wisconsin, donates new youth/adult jackets that require sewing a matching fabric patch on the front of the jacket over an area that has been cut out. FY 12, 346 jackets have been repaired and donated to area veteran's organizations, various county health and human services agencies, and non-profit agencies.

CSP Teddy Bears

Teddy bears are donated to local hospitals, law enforcement agencies, non-profit agencies, and the Wisconsin adoption court system for distribution to children in these stressful situations. Inmates completed 217 teddy bears and 24 bear/blanket sets this year.

CSP Woodworking

A variety of projects, from bird houses and duck houses to Ice Age Trail signs/markers and kiosks are donated to various state and non-profit agencies. These agencies donate materials or funds for completion of the projects. The Woodworking project also makes and donates various items for local and DOC charity fundraisers. Approximately 173 items were made FY 12

Custodial Services Vocational Program

The Custodial Services program offers inmates an opportunity to learn a VTAE certified trade. The course is taught on a self-paced basis. Through a combination of paperwork, videos and hands-on training, the graduates of this program earn a diploma from Madison Area Technical College.

Segregation/SMU Programming Groups for Mentally Ill Inmates

The Mental Health Program Escorts started in March of 2010. Since then, they have taken part in over 12,400 contacts along with PSU staff, dealing with CCI's mentally ill inmates, either in segregation or from the SMU units. These contacts range from monitoring appointments with doctors, clinicians, psychiatrists, and social workers to other activities including books on tape, current events group, employability skills, recreation, North Woods program, lessons on hygiene, wheelchair aerobics, and they also run a library of almost eight hundred books. The Officers serve as liaisons with PSU and security staff through weekly team meetings and a bi-weekly multi-discipline meeting to discuss thoughts and ideas on how to best work with these inmates.

English as a Second Language (ESL)

Inmates who do not speak English are enrolled in English as a Second Language through the Education Department.

Printing Vocational Program

The Printing Program is designed to provide inmates the opportunity to develop the knowledge, skills, and understanding necessary for obtaining an entry-level position in the graphic arts industry. Upon completion of the classroom and lab work, inmates must complete a seven-week internship program in the Badger State Industries print shop. Graduates receive a certificate from Madison Area Technical College.

SMU Recreation Therapy

This special recreation program continues to be offered on the Special Management Unit with activities structured to maximize inmate participation. Group size is limited to 10, and is supervised by a Recreation Leader. This programming is designed to engage mentally ill inmates into physical activities and provides incentives for participation.

Inmate Tutor Program

The training methods and standards of Wisconsin Institutions-Literacy Council (former Literacy Volunteers of America) are utilized to train inmates as educational tutors. The tutors are intensively trained in 30 one-hour sessions over a three-week period.

CONDUCT REPORTS AND COMPLAINTS

Conduct Reports

The best index to the challenges facing any maximum-security institution may be found in its documentation of inmate behavior and activity, which either violates the policies and procedures that govern the institution or appear to be potentially threatening to institutional security and order. The Security Department serves as the clearinghouse, investigative agency, and tribunal that control such affairs. During this fiscal year, there were 1,170 major conduct reports and 512 minor conduct reports processed. The Warden's Office acted on 237 appeals of the dispositions or findings of guilt for the conduct reports issued during this time period.

Inmate Complaints

The Institution Complaint Examiner's (ICE) Office functions in compliance with the guidelines enumerated in Wisconsin Administrative Code Section DOC 310, providing a process by which inmate grievances and complaints may be addressed, investigated, and resolved. The primary mission of the ICE Office is to investigate and address the concerns raised through the Inmate Complaint Review System (ICRS) concerning rules, living conditions, staff actions, property dispositions, etc. Complaints are grouped into 21 broad categories ranging from staff actions to property issues. During this period, 1,598 complaints were accepted in the ICE Office and 1,737 were sent back to inmates via return letters instructing them on steps to follow to informally resolve complaints via the CCI chain of command. If an inmate does not agree with the findings of the ICE and/or the decision of the Warden, he may appeal his case to the Corrections Complaint Examiner's office in Madison. The Complaint Examiner is an employee outside the Division of Adult Institutions who investigates appeals and submits a recommendation to the Department Secretary in Madison.

FOOD SERVICES

The Food Service area prepares three meals per day for inmates and staff who are authorized meals. This area is supervised by a Food Service Administrator, Food Service Manager, and six Correctional Food Service Leaders. They employ a crew of 28 inmate workers. They train inmates in food service operations in the kitchen, providing them with skills they can take with them when they leave. They not only have the challenge of preparing large quantities of food, they also prepare vegetarian meals, bag meals, religious meals, and special diet meals. Our cost per meal for FY12 came in at \$1.07 for the year, up from \$1.04 in FY11. The budgetary challenges that FS faced in FY12 were the increased cost of food, shipping and an increase in the number of special medical and religious diets.

PSYCHOLOGICAL SERVICES

The Psychological Services Unit (PSU) staff consists of one full-time Supervisor, three full-time Psychologist Associates, two half-time licensed Psychologists, and one full-time Office Operations Associate. There were 297 (down from 341 the previous year) observation placements in the last year. Observation placements are utilized when an inmate is deemed to be unsafe to himself and/or others. PSU Staff contribute to DOC staff trainings that include: Suicide Prevention, De-escalation Techniques and Crisis Intervention. PSU staff continues to be an integral part of the multi-disciplinary team process by participating in weekly meetings on all general population units and regularly bi-weekly Segregation Meetings. PSU staff has also implemented weekly Multi-Disciplinary Team Meetings (MDTM) to include representatives from Health Services, Psychiatry and Security. This meeting is utilized to discuss and plan for our most challenging inmates. PSU staff continue to conduct individual reviews of all inmates on clinical monitoring, which include levels that are differentiated as MH-1, MH-2(a & b) and Developmentally Delayed inmates. These levels delineate level of need for mental health services.

RECLASSIFICATION

The Reclassification Department monitors and manages all phases of an inmate's life during his stay in DOC. An inmate is initially classified at Dodge Correctional Institution Assessment and Evaluation (DCI A&E); this provides him with a custody level, institutional placement, and program assignment upon his entry into the correctional system. Reclassification staff reviews his progress while he is incarcerated, and provides recommendations and makes decisions regarding his movement through the system. Recommendations and decisions are made by the Reclassification Committee, which is comprised of the Classification Specialist and representatives from the Education, Social Services, and Security Departments. Reclassification is staffed by two full-time positions, an Offender Classification Specialist and an Operations Program Associate, who are employees of DOC's Bureau of Offender Classification and Movement.

Reclassification Office Statistics for this year:

- 970 Reclassification Hearings Conducted
- 485 Written Inmate Correspondence Addressed
- 160 Early PRC Hearing Requests processed

CCI STAFF RETIREES FY 2012

Mr. John C. Bell
Correctional Officer
Years of Service: 25+

Mr. David E. Berkebill
Supervising Officer 1
Years of Service: 19+

Mr. Leo J. Campbell
Chaplain
Years of Service: 12+

Mr. Paul G. Ketarkus
Nurse Clinician 2
Years of Service: 5+

Mr. Douglas M. Webb
Correctional Sergeant
Years of Service: 29+

Ms. Peggy J. Doucette
Financial Specialist 2
Years of Service: 23+

Mr. Kenneth R. Bortz Jr.
Correctional Officer
Years of Service: 26+

Linda S. Hinickle
Correctional Sergeant
Years of Service: 25+

Mr. John J. Rought
Correctional Sergeant
Years of Service: 32+

CCI VETERANS FY 2012

Officer Michael Allds
Betty Anderson, Office Operations Associate
Sgt Raymond Bandeko Jr.
Officer Daniel Bavinck
Sgt John Beech
Sgt Mary Bobiak
Officer Andrew Brockman
Officer Andre Coullard
Sgt Timothy Fredette
Sgt Matthew Friend
Officer Brian Herbrand
Sgt Patrick Hooper
Kim Johnson, LPN
Officer Terrence Judd
Captain Chad Keller
Sgt Joseph Krasovec
Officer Patrick May
Sgt Benjamin Nachtigal
Officer Charles Ribbke
Captain Sean Salter
Randy Scott, Education Director
Officer Weston Smith
Officer Brian Synnott
Chaplain Mark Teslik
Officer Terry Tetzlaff
Sgt Thomas Timm
Officer Todd Wanta
Officer Dennis Wolf
Officer James Porter

Sgt Brandon Allen
Sgt Theodore Anderson
Sgt Timothy Bartz
Officer Merle Beard
Sgt Stacey Bitter
Officer Roger Brickner
Officer Dustin Cooper
Officer Brent Exner
Sgt Jerry Friday
Sgt Teresa Goodwin
Captain Timothy Higbee
Sgt Thomas Jakusz
Officer Adam Jordan
Officer Christina Karnitz
Officer Brian Kleeber
Captain David Lipinski
Jeffrey Monfort, Teacher
Officer Michael Rataczak
Sgt Scott Royce
Sgt Randy Schneider
Officer John Shimpach
Douglas Stoll, Recreation Leader
Sgt Douglas Teska
Officer Daniel Tetzlaff
Officer Maury Thill
Richard Vaughan, Fac. Maintenance
Officer Daniel Wech
Timothy Ziegler, Corrections Unit Sup

ACRONYMS USED

AA	Alcoholics Anonymous	MMHI	Mendota Mental Health Institution
ABE	Adult Basic Education		
ADA	Americans with Disabilities Act	MSDF	Milwaukee Secure Detention Facility
AODA	Alcohol & Other Drug Addiction		
BHS	Bureau of Health Services	NA	Narcotics Anonymous
CCI	Columbia Correctional Institution	NLCI	New Lisbon Correctional Institution
CGIP	Cognitive Interventions Program		
CISD	Critical Incident Stress Debriefing	OCI	Oakhill Correctional Institution
CRB	Community Relations Board		
CSP	Community Service Projects	OLC	Office of Legal Council
CVCTF	Chippewa Valley Correctional Treatment Facility	ODF	Office of Detention Facilities
		ORA	Offender Records Assistant
DAI	Division of Adult Institutions	OVS	Office of Victim Services
DCI	Dodge Correctional Institution	OSCI	Oshkosh Correctional Institution
DCC	Division of Community Corrections		
DHFS	Department of Health & Family Services	P&P	Probation & Parole
		PDCI	Prairie du Chien Correctional Institution
DJC	Division of Juvenile Corrections		
DOC	Department of Corrections	PREA	Prison Rape Elimination Act
DOJ	Department of Justice	PSU	Psychological Services Unit
DOA	Department of Administration	RCI	Racine Correctional Institution
DMS	Division of Management Services	RGCI	Redgranite Correctional Institution
DS	Disciplinary Segregation		
EAP	Employee Assistance Program	RYOCF	Racine Youthful Offender Correctional Facility
EMS	Emergency Medical Service		
ERU	Emergency Response Unit	SCI	Stanley Correctional Institution
ESL	English as a Second Language		
FDA	Food and Drug Administration	SMU	Special Management Unit
FLCI	Fox Lake Correctional Institution	SOR	Sex Offender Registry
GBCI	Green Bay Correctional Institution	SPED	Special Education
GED	General Equivalency Diploma	SS	Social Services
HAZMAT	Hazardous Materials	STG	Security Threat Group
HSED	High School Equivalency Diploma	STF	Sturtevant Transitional Facility
HSU	Health Services Unit	TCI	Taycheedah Correctional Institution
HMU	Home Monitoring Unit		
HU	Housing Unit	VTAE	Vocational/Technical Adult Education
ICE	Inmate Complaint Examiner		
ICRS	Inmate Complaint Review System	WCI	Waupun Correctional Institution
IMS	Incident Management System		
JCI	Jackson Correctional Institution	WCCS	Wisconsin Correctional Center System
KMCI	Kettle Moraine Correctional Institution	WICS	WI Integrated Correctional System
LAIP	Legal Assistance to Institutionalized Persons	WITS	WI Inmate Trust System
LAW	Legal Action of Wisconsin	WIR	Wisconsin Immunization Register
LEP	Limited English Proficiency		
LTE	Limited Term Employment	WSPF	Wisconsin Security Program Facility
MASN	Madison AIDS Support Network		
MATC	Madison Area Technical College	WRC	Wisconsin Resource Center